

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 20<sup>TH</sup> OCTOBER 2021 AT 8.17PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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## Committee Members present:

A Cooper (Chairman), B Collier, Mrs M Cooper, S Hayes

## Also present:

Town Clerk – Mrs K Elliott-Turner and one member of the public

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### **33/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs Clarey. Councillor Matthews was absent without apologies.

### **34/21 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS**

There were no disclosures of interests and no requests for dispensations. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

### **35/21 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

One member of the public spoke for up to three minutes, with comments and questions as follows:

- asked if the library lease going to be above £15k
- asked, with all the housing development in the area, is there a strategy for S106 allocation

### **36/21 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **37/21 EXCLUSION OF PRESS & PUBLIC**

The Chairman proposed that under section 3d of Standing Orders, the press and public are temporarily excluded whilst matters pertaining to staff are discussed and that they be instructed to withdraw from the meeting for the following agenda item only. **RESOLVED** by members.

### **38/21 SALARIES 2022/2023 – OFFICE STAFF**

A confidential office staff salaries report was previously circulated to Members, which outlined the salary scales for 2022/2023 financial year, as per contract agreements and the NJC salary scales.

**RESOLVED** that incremental rises are applied to office staff salaries where applicable, and salaries are paid as per the confidential staff salaries report for 2022/2023, as per NJC salary scales and contract agreements.

At the conclusion of this item, the press and public were permitted to return to the meeting.

### **39/21 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES**

Members considered and noted a report from the Clerk on committee budgets in the current financial year, highlighting points of note and explanation (copy available on file).

### **40/21 COMMITTEE BUDGET SETTING 2022/2023**

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the committee were considered.

#### Estimate figures for 2022/2023

Estimated running costs:	£228,620
Less estimated income:	£ 1,850
<b>Total</b>	<b>£226,770</b>

#### Earmarked Reserves

Christmas Lights	£ 5,000
Youth Work	£ 5,000
<b>Total</b>	<b>£ 10,000</b>

#### **RECOMMENDED** that:

- i) The sum of £226,770 is submitted as this committee's budget request for 2022/2023.
- ii) The sum of £10,000 is submitted as this committee's Earmarked Reserves request for 2022/2023.
- iii) These amounts are to be submitted to the Establishment Committee for collation with other committee requests, in order to produce a draft council budget and precept request for approval by full council.

### **41/21 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

A member noted that the Band D figure may increase this year, due to an increase in developments in the town.

There being no further business the meeting closed at 8.45pm

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**